



The Carlsbad Recreation Department currently has an opening for a

# Recreation Leader/Camp Office Aide

\$8.00-\$12.00 per hour  
(Depending on qualifications)

## **Position**

This individual will be assigned to the Youth Camps division and will work under the supervision of the Recreation Supervisor. The Youth Camps division offers three-day camp programs for children ages 3-16 years of age. This position will assist the Recreation Supervisor in the administrative duties of the camps including mailings, printing and maintaining program rosters and waivers, collecting fees, etc. This position may also be required to act as a Camp Counselor when necessary.

## **Example of Duties**

### **Daily Duties**

- A. Responsible for monitoring camp enrollments, registrations and waivers.
- B. Responsible for printing and mailing calendars and other correspondence.
- C. Responsible for collecting fees.
- D. Responsible for making trip and transportation reservations.
- E. Responsible for purchasing supplies and equipment as necessary.
- F. Responsible for maintaining files and other forms.
- G. Responsible for filling in as a Camp Counselor if needed.

### **Periodic Duties**

- A. Responsible for attending all meetings pertaining to the Youth Day Camp Programs.

### **Occasional Duties**

- A. Responsible for attending workshops, conferences, and in-service training.

### **Other Duties as Assigned**

## **Qualifications**

### **Minimum Qualifications**

- 1. Must have strong organizational skills.
- 2. Must be able to relate well with children.
- 3. Must be able to communicate effectively with adults of varied backgrounds and experience.  
*Bilingual Encouraged (Spanish)*
- 4. Must be in excellent health.
- 5. Must be proficient in Microsoft Office programs including Word and Excel.
- 6. Must have strong verbal and written skills.
- 7. Must be at least 16 years of age.
- 8. Must have a valid California Driver's License.
- 9. Negative TB test required prior to employment start date.
- 10. All staff must be CPR/1<sup>st</sup> Aid Certified or be willing to get such certification prior to the start of camp.

### **Special Conditions**

Required to attend mandatory meeting sessions. Uniforms will be provided and must be worn.

### **Work Schedule**

This position involves a flexible schedule that may change due to the needs of the program. This position will work approximately 25 hours per week from June through August 25, 2006. Some night shifts may be required.

### **Application and Selection Procedure**

**CLOSING DATE: April 15, 2006 or until sufficient applications have been received.**

1. Application form may be obtained from and submitted to:  
**Harding Street Community Center  
3096 Harding Street  
Carlsbad, California 92008**
2. Candidates will be evaluated for employment consideration on the basis of the submitted application.
3. An interview of those best qualified will be used to rank the applicants for a final selection.

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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